INSTRUCTIONS TO REGISTER AS A VOLUNTEER ON THE EGrAMS SYSTEM

1. Go to the website at **http://egrams-mi.com/ctf**

2. If you have <u>not</u> established an eGRAMS Login and Password please continue to step #3.

   If you have already established an eGRAMS Login and Password please continue to step #4

3. Create your eGRAMS Login
   a. On the left of the screen, click on "Create User Profile"
   b. Complete the information requested. **Note: Red dot fields are required fields.**
   c. Click 'OK'
   d. Once activated, proceed to step #4.

4. At the CTF EGrAMS Application home page, click on "Register as a Review Volunteer" (located on the left of the screen)

5. On the "Review Volunteer Registration" page please do the following:
   a. Click on "Register" (located in the upper left of the screen)
   b. Complete the information on the form
   c. Click "OK", located at the bottom right of the screen

Once you have completed this process, the CTF Administrator will assign all reviewers to a team and assign all applications to a team of reviewers. You will then be notified, by email, of those applications you will be reviewing. Instructions on reviewing the applications on-line will be included in the reviewer packet that will be passed out on April 2nd.

Please contact Sylvia Brown Jones at 517-241-7792 if you have any questions with the on-line process. Thank you.